



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ACCOUNTANT II (CAFR)	43	B	7.100
ACCOUNTANT I (CAFR)	40	B	7.101

SERIES CONCEPT

Accountants in this series perform the highest level of financial reporting. Incumbents work in the State Controller's Office and produce the State's Comprehensive Annual Financial Report (CAFR), which is audited by an independent public accounting firm and submitted to the Government Finance Officers Association (GFOA) and is essential for obtaining bond ratings and required for the Single Audit Report; implement Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements; assist agencies with accounting issues and document processing; approve agency documents and work programs; provide training to agencies on automated financial system; and calculate arbitrage and prepare arbitrage tax returns.

Prepare the State's CAFR comprising government-wide financial statements and individual financial statements for approximately 100 funds, budgetary statements, introductory section, management's discussion and analysis, notes to the financial statements, required supplementary information, and the statistical section; analyze and report calculation and allocation of pooled cash and investments, unrealized gains/losses, securities lending, accrued interest, and compensated absences for Generally Accepted Accounting Principles (GAAP) and GASB reporting requirements.

Provide guidance and expertise on GAAP and GASB reporting requirements, use of the State's automated financial system, use of the chart of accounts, application of accounting policies and procedures, set-up and maintenance of budget accounts and general ledgers.

Provide final approval of journal vouchers and work programs generated by agencies and provide formal accounting training classes; interpret and enforce the State's Accounting Policies and Procedures.

Determine compliance with GAAP and GASB reporting requirements and with NRS establishment of funds and budgets; ensure proper recording of fixed assets and depreciation, interagency transfers, federal grants, capital and operating leases, pass through receipts and disbursements; determine and verify integrity of the financial system to the data warehouse.

Plan, organize and conduct reviews of programs and activities of assigned agencies; evaluate the agency's mission, goals and objectives and the efficiency and effectiveness of agency operations; assist agencies in developing meaningful, relevant and objective performance measures for use in performance management; analyze the results and make recommendations to improve efficiency; document recommendations for improvement.

Consult with agencies regarding ways to utilize the financial system to minimize or eliminate the need for external reporting systems and software; customize solutions to the agency's specific needs and develop ways to expand reporting capacity and capability, develop new output, and interface with other programs.

Perform special projects such as performing arbitrage calculations; aiding the State Treasurer's Office with bond closings; conducting internal post-audit reviews; reviewing census bureau reports; implementing automated financial system modules and new GASB pronouncements; and participating in the selection and set-up of software for CAFR reporting.

Perform related duties as assigned.

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CLASS CONCEPTS

Accountant II (CAFR): Under administrative direction of the State Controller, the Accountant II (CAFR) oversees and participates in performing the duties described in the series concept in a supervisory capacity. The incumbent trains, supervises and evaluates the performance of subordinate Accountant I (CAFR) positions; prepares work performance standards; and initiates disciplinary procedures as necessary. The incumbent is held accountable for the timely preparation and dissemination of the State's CAFR as required by statute and regulation. Problem-solving and decision-making at this level requires extensive knowledge of the executive branch of State government, legislative processes, and fiscal and organizational management principles and practices.

Accountant I (CAFR): Under general direction, Accountant I's (CAFR) are located in the Controller's Office and perform the duties described in the series concept at the journey level.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Appointment to any level in this series requires successful completion of a written examination.

ACCOUNTANT II (CAFR)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance or related field which included 18 credits in accounting and five years of professional accounting experience, four years of which were in governmental or fund accounting and included the preparation of comprehensive annual financial reports (CAFR's); **OR** certification as a Certified Public Accountant and three years of experience in governmental or fund accounting which included the preparation of comprehensive annual financial reports (CAFR's). (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: governmental financial reporting standards acquired through formal education, study of authoritative literature and professional experience; preparation of Comprehensive Annual Financial Reports including footnotes; governmental accounting principles (GASB) which include accounting for general, special revenue, debt service, capital projects, permanent, enterprise, internal service, pension and other employee benefit trust, investment trust, private-purpose trust and agency funds; basis of accounting and measurement focus for all fund types; Generally Accepted Accounting Principles.

Working knowledge of: principles and practices of performance management; GAAS, FASB, GASB and other related publications; principles, concepts, practices, methods and techniques of government accounting, audit methodologies, internal control structures, accountability, and fiscal management; federal regulations pertaining to grants; fiscal accountability in the public sector; automated and manual management reporting systems to create output formats and obtain accurate and complete financial information. **Ability to:** interpret and apply GASB pronouncements; maintain current knowledge of accounting theory, practices and law by attending classes, seminars or other educational courses and/or related publications; use logic and reason to solve difficult problems; communicate orally and in writing with outside auditors and agency administrators; read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; establish and maintain sound internal controls; perform complex reconciliations to determine accuracy of account balances; analyze and interpret financial reports and complex technical fiscal data. **Skill in:** analysis and interpretation of financial data; documenting recommendations for modifications, improvements or enhancements to the automated financial system; techniques required to maintain accounting records through automated accounting

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MINIMUM QUALIFICATIONS (cont'd)

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ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

systems; written communications; communicating orally with agency representatives to convey complex fiscal issues in a clear manner, and to negotiate sensitive issues such as budgeting and contracts; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory techniques and practices; principles of training and supervision.

Ability to: assign and review the work of subordinate CAFR Accountant I's and other professional staff as assigned; coordinate various accounting projects.

ACCOUNTANT I (CAFR)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, business administration, finance or related field which included 18 credits in accounting and four years of professional accounting experience, three years of which were in governmental or fund accounting and included the preparation of comprehensive annual financial reports (CAFR's); **OR** certification as a Certified Public Accountant and two years of experience in governmental or fund accounting which included the preparation of comprehensive annual financial reports (CAFR's). (*See Special Requirement*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: governmental financial reporting standards acquired through formal education, study of authoritative literature and professional experience; CAFR preparation including financial statements, introduction, budgetary statements, management's discussion and analysis, notes to the financial statements, required supplementary information and the statistical section; governmental accounting principles (GASB) which include accounting for general, special revenue, debt service, capital projects, permanent, enterprise, internal service, pension and other employee benefit trust, investment trust, private-purpose trust and agency funds; techniques required to maintain accounting records through automated accounting systems; basis of accounting and measurement focus for all fund types; Generally Accepted Accounting Principles; spreadsheet development and statistical sampling techniques. **Ability to:** analyze and interpret financial data; communicate orally with agency representatives to convey complex fiscal issues in a clear manner, and to negotiate sensitive issues such as budgeting and contracts; write clear and concise technical materials in English; use spreadsheet and word processing software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: relevant Nevada Revised Statutes; agency policies and procedures related to financial accounting; agency revenue sources, assets and liabilities, and typical expenditures; State governmental legislative processes and the State accounting system, policies, and procedures. **Ability to:** prepare and analyze complex financial statements that include all fund types and account groups and notes to the financial statements; interpret and apply GASB pronouncements.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:

7/1/07R

7/1/07R

12/15/08UC

12/15/08UC

REVISED:

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